

# Application for Perkins State Leadership Funds

2005 – 2006

**Application Deadline: April 15, 2005**



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# **STATE LEADERSHIP REQUEST FOR PROPOSALS (RFP) CAREER AND TECHNICAL EDUCATION**

## **INTRODUCTION**

The major purposes of the Carl D. Perkins Vocational and Technical Education Act of 1998 (Perkins III) are:

- ◆ to develop the academic and technical skills of students through high standards.
- ◆ to link secondary and postsecondary technical programs.
- ◆ to increase flexibility in the administration and use of federal funds.
- ◆ to disseminate national research about technical education.
- ◆ to provide professional development and technical assistance to vocational technical educators.

Section 124, State Leadership Activities, located on page 25 addresses state leadership activities and lists the required and permissible uses of funds.

Each application meeting the basic guidelines set forth in the Request For Proposals (RFP) will be evaluated by a committee of three or more individuals. A sample rating instrument is included for your information. Following the independent review of applications, the results will be compiled to obtain the average score for each application. Recommendations for approval will be based on the top ranking scores within the limited set-aside funds. Recommendations will be submitted to the State Director of the Office of Career and Technical Education (OCTE) for consideration and approval.

### **The applicant is advised that:**

1. OCTE reserves the right to approve or reject any proposal received if the proposal does not meet the specifications of the Request for Proposal (RFP) or if funds should be limited for any reason.
2. OCTE is the final approving authority for all reports and products occurring from any funding agreement resulting from this RFP.
3. All reports and products resulting from this RFP become the property of OCTE. These materials will be reviewed by OCTE, and, at its discretion, may be copyrighted in the name of OCTE.
4. Progress reports may be required periodically as determined by OCTE.
5. The proposal, as well as all written and/or audio-visual materials produced, shall be gender-fair in word, image and inference.
6. Equal and fair consideration of all populations regardless of disability, race, gender, color, national origin, religion, or age shall be given in the selection of projects.

Proposals should be 3-5 pages in length. Covers, additional letters of endorsement and excessive attachments are not necessary. The proposal must provide reviewers with information required to conduct a comprehensive evaluation of the proposed activity.

**ONE** original and **ONE** (1) copy of each proposal must be submitted to the Office of Career and Technical Education, Attn: Patty Beringer, 700 Governors Drive, Pierre, SD 57501-2291.

**RFP'S ARE DUE NO LATER THAN APRIL 15, 2005.**

## **GUIDELINES FOR PREPARING PROPOSALS**

A proposal shall include all of the following (included in the Application Packet section ) and shall be assembled and numbered in the following sequence.

1. Authorization Page
2. Standard Assurances Form
3. Proposal Abstract
4. Budget Information Forms
5. Additional Documentation - Optional

An explanation of each proposal section follows:

### **1. AUTHORIZATION PAGE (page 9)**

This page contains institution/agency information and requires an authorized signature.

### **2. STANDARD ASSURANCES (pages 10-11)**

Assurance forms must bear the **ORIGINAL** signature of the official institution representative.

The body of the proposal must indicate planned activities for complying with the assurances.

### **3. PROPOSAL ABSTRACT (page 12)**

A proposal abstract must accompany all proposals. This abstract should provide a concise summary of the proposal, including all essential information needed to understand the general dimensions of the project, and must not exceed two pages.

### **4. BUDGET FORMS (pages 13-18)**

Budget requests must be itemized under six categories: Contracted Salaries and Benefits; Travel (Staff); Instructional Materials; Supplemental/Contractual Services; Equipment; Administrative Fees. Transfer the requests for all budget items to the Budget Summary Sheet. Local contributions are viewed as significant, but are not required. The presence or absence of in-kind contributions will not affect the rating of an applicant's proposal. All budget amounts should be rounded to the nearest whole dollar. The above-listed sections must be finished accurately and completely.

Explanations for each of the six budget categories follow:

**CONTRACTED SALARIES AND BENEFITS (page 13):** Include projected expenditures for salaries (including anticipated annual increases) of personnel performing direct project services. Indicate job title, percentage of time for the project and a benchmark, e.g., per day or per month. Itemize benefits such as health insurance, dental insurance, life insurance, social

security, etc., for each project staff member listed. **Indicate the percentage of the total salary designated for benefits and list benefits by staff member's name (if known) or job title.**

**STAFF TRAVEL (page 14):** Include anticipated project staff travel. Consultant travel, lodging and per diem shall be shown under the Contractual Services category and not under Staff Travel. **Travel shall be computed according to rates set forth in the funded agency's locally adopted written policy and includes travel, per diem, lodging and other estimated expenses.**

**Records must be kept to demonstrate that staff travel has been limited to the purposes specified in the funding agreement.**

**IF CHANGES TO THE ORIGINAL PROPOSAL OCCUR, INFORMATION MUST BE SUBMITTED AND APPROVED 30 DAYS IN ADVANCE OF A TRIP.**

Out-of-state travel is not permitted unless approved by OCTE. OUT-OF-STATE TRAVEL SHALL BE NEGOTIATED AND APPROVED ONLY IF IT HAS DIRECT RELATIONSHIP OR BENEFIT TO THE CONDUCT OF A PROJECT. If out-of-state travel is a required, detailed budget notes for each trip must be developed and include:

- (1) name of traveler,
- (2) type of activity planned,
- (3) date of activity,
- (4) estimated expense of trip (lodging, meals, travel, registration fees, etc.), and
- (5) justification.

**INSTRUCTIONAL MATERIALS (page 15):** Include anticipated expenditures for materials and supplies required to conduct the project. Expenses in excess of the regular agency operational costs and necessary to conduct the project should be itemized. Reimbursable expenses must be itemized. Unless otherwise approved by OCTE, non-consumable materials (resource materials, reference books or reports, etc.) remain the property of, and must be delivered to, the Office of Career and Technical Education at the end of the project. Consumable materials are expendable items, which, through use, are consumed, wear out or deteriorate.

**SUPPLEMENTAL/CONTRACTUAL SERVICES (page 16):** Supplemental Services include activities and services which contribute to the enhancement of quality in career and technical education programs, including activities such as

- curriculum modification;
- deaf interpreter;
- tutor.

Include anticipated expenditures for services rendered through agreements with an individual agency.

These are considered subcontracted services which are written under a separate agreement by the funded agency. The costs are reserved to offset expenses for providing services not usually within the capabilities of the funded agency. Personnel records are seldom maintained for the people performing contractual services, nor are such individuals eligible for employee benefits accruing to regular, full-time staff members. **Consultant fees must be stated in the budget and comply with the written policy for consultant reimbursement adopted by the funded agency. Consulting fees plus travel, lodging and per diem shall conform to the funded agency's locally adopted written policy.**

Consultant travel, lodging and per diem must be shown here and not under the Travel category. Other items allowable under this area include:

- duplication services;
- postage;

- rental of meeting facilities; and
- items rented for use during the time of the funding agreement.

Subcontractors should provide assurances to the funded agency similar to those the funded agency provides to the South Dakota Board of Education.

**EQUIPMENT (page 18):** Equipment purchases will be approved only for specific purposes. Check with State Office prior to submitting the application.

**BUDGET SUMMARY (page 19)**

Transfer all budget requests to this page and include Administrative Fees. Allowable administrative fees are limited to those services not budgeted by a direct-cost line item and may include purchasing services, payroll services, accounting services, office space, utilities, security and janitorial services. Local educational agencies that do not comply with all the requirements of the DOE accounting system are not eligible to claim indirect costs against the Funding Agreement.

**UNALLOWABLE COSTS:**

Examples of items that are not allowable costs include:

1. Alterations to or renovations of buildings;
2. Construction of buildings or purchase of land or buildings;
3. Purchase of standard office furniture, desk sets;
4. Entertainment, banquets, lunch, etc.;
5. Dues to organizations, federations or societies;
6. Promotional materials such as mugs, pens, notebooks, cup holders, etc.;
7. Contingency or "petty cash" funds.

**IF YOU HAVE QUESTIONS ABOUT UNALLOWABLE COSTS, CALL THE OFFICE OF CAREER AND TECHNICAL EDUCATION AT 773-3423.**

**5. FINAL NARRATIVE (pages 20-21)**

The final narrative is due in the State Office **no later than June 1, 2005** but can be submitted prior to that with the submission of the final claim form. Not submitting this form may delay final payment.

**CONTACT PERSON:**

**Gloria Smith-Rockhold  
Office of Career and Technical Education  
700 Governors Drive  
Pierre SD 57501-2291  
Phone (605) 773-3247**

# LEADERSHIP APPLICATION FORMS

**For State Use Only**  
**Continuing \_\_\_\_\_**  
**New Program**

## Institution/Agency Name

**Address (zip code)**

**Phone (area code)**

**PROJECT TITLE**

**PROGRAM (IF APPLICABLE)**

PROJECT DURATION	Beginning	Ending
------------------	-----------	--------

PERSON INITIATING PROPOSAL E-Mail:

**AUTHORIZED REPRESENTATIVE**

**Signature**

## Title

Date \_\_\_\_\_

---

**E-mail address**

## Title I, Part B

### ☐ State Program/Leadership

**Title II, Section 204**

## ☐ Tech Prep Education

## Title I, Part C

## Program Improvement

### ☐ Secondary Program

☐ **Postsecondary Program**

☐ Vocational and Technical Education funds approved for this application.

\$	Total	\$	Federal	\$	Other
----	-------	----	---------	----	-------

☐ This application has been disapproved for funding.

**Signature of State Director**

Date \_\_\_\_\_



**STANDARD ASSURANCES  
OFFICE OF CAREER AND TECHNICAL EDUCATION (OCTE)**

Agency Name \_\_\_\_\_

Address \_\_\_\_\_

**ANNUAL APPLICATION FOR APPROVAL OF VOCATIONAL AND TECHNICAL EDUCATION PROGRAMS  
CARL D. PERKINS VOCATIONAL AND TECHNICAL EDUCATION ACT OF 1998**

The attached descriptive and fiscal information is a firm request for assistance from funds available through the Carl D. Perkins Vocational and Technical Education Act. The application is consistent with the purposes of the Act and with the intent of the South Dakota State Plan for the Office of Career and Technical Education.

**GENERAL ASSURANCES**

This applicant certifies to the South Dakota Board of Education that:

1. All programs, services and activities covered by this application will be conducted in accordance with Titles I, II and III of the Act, Regulations and the State Plan.
2. Federal funds made available will be used to supplement and, to the extent practical, to increase the amount of local funds that would, in the absence of such federal funds, be made available, and in no case to supplant such local funds; supporting documents will be maintained for audit that specifically identify the purpose for which federal funds have been expended.
3. By accepting federal funds, the recipient hereby agrees to establish and maintain fiscal control and accounting procedures, as set forth in current federal regulations, in order to ensure proper disbursement of, and accounting for, federal funds for the intended purpose.
4. By accepting federal and/or state funds, the recipient hereby agrees to repay any funds that have been finally determined through the federal or state audit resolution process to have been misspent, misapplied or otherwise not properly accounted for.
5. Equipment purchased and curriculum developed with federal funds remain the property of the State of South Dakota.
6. The local application has been developed taking into consideration other educational and training resources available in the area including private and trade schools.
7. The applicant maintains documentation to verify the eligibility of students enrolled in programs supported by federal funds for education of students who are members of special populations.
8. The local applicant agrees to comply with all state and federal rules and regulations regarding nondiscrimination on the basis of disability, race, color, national origin and sex.
9. The local applicant agrees that if a curriculum grant is approved, two copies of the materials, booklets, etc. must be sent to Office of Career and Technical Education before final payment is made.
10. The state may terminate this grant within 30 days after approval for violation of this agreement or applicable regulations.
11. Funds expended under this Act will not be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interest of the purchasing entity or its employees or any affiliate of such an organization.

12. State and local funds will be used in the schools that are receiving federal funds under the Act to provide services that, taken as a whole, are at least comparable to services being provided in schools that are not receiving such federal funds.
13. Individuals who are members of special populations will be provided with equal access to recruitment, enrollment and placement activities to the full range of career and technical education programs available to individuals who are not members of special populations, including occupationally specific courses of study, cooperative education, apprenticeship programs and, to the extent practicable, comprehensive career guidance and counseling services, and shall not be discriminated against on the basis of their status as members of special populations.
14. Career and technical education planning for individuals with disabilities will be coordinated between appropriate representatives of career and technical education, special education and state vocational rehabilitation agencies.
15. The provision of career and technical education will be monitored to ensure that disadvantaged students and students of limited English proficiency have access to such education in the most integrated setting possible.
16. Career and technical education programs/support activities funded under Title I, Part C, in a consortium arrangement shall be available to ALL students of the participating LEAs in the consortium.
17. No funds made available under this Act shall be used to require any secondary student to choose or pursue a specific career path or major.
18. No funds made available under this Act shall be used to mandate that an individual participation in a career and technical education program, including a career and technical program that requires the attainment of a federally funded skill level, standard or certificate of mastery.
19. No funds provided under this Act shall be used for the purpose of directly providing incentives or inducements to an employer to relocate a business enterprise from one state to another state if such relocation will result in a reduction in the number of jobs available in the state where the business enterprise is located before such incentives or inducements are offered.
20. No funds received under this Act may be used to provide career and technical education programs to students prior to the seventh grade, except that such students may use equipment and facilities purchased with funds under this Act.
21. The portion of any student financial assistance received under this Act that is made available for attendance costs described in subsection (section 325(b)) shall not be considered as income or resources in determining eligibility for assistance under any other program funded in whole or in part with Federal funds. (Sec 325(a))
22. Funds made available under this Act may be used to pay for the costs of career and technical education services required in an individualized education plan developed pursuant to section 614(d) of the Individuals with Disabilities Education Act (IDEA) and services necessary to the requirements of section 504 of the Rehabilitation Act of 1973 with respect to ensuring equal access to career and technical education. (Sec. 325(c))
23. All programs, services and activities covered by this application will be conducted in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the U. S. Office for Civil Rights' "Vocational Education Programs Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap."
24. Statistical data (Personnel and Program Data, Completer Data, Standards and Measures) and financial and descriptive reports required by Office of Career and Technical Education will be submitted on time.
25. **WHEN PLANNING EXPENDITURE OF PERKINS FUNDS, ELIGIBLE RECIPIENTS MUST LINK EXPENDITURES TO THE APPROVED STATE FOUR-YEAR PLAN IN EFFECT UNTIL 2005.**

**DESIGNATED OFFICIAL:**

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PROPOSAL ABSTRACT**  
(3-5 pages)

1. **PROJECT TITLE:**
2. **PROJECT COORDINATOR(S):**
3. **AGENCY:**
4. **LOCATION:**
5. **IDENTIFY THE REQUIRED AND/OR PERMISSIVE USE OF FUNDS IN PERKINS III ADDRESSED IN THIS APPLICATION (See page 25) AND THE OFFICE OF CAREER AND TECHNICAL EDUCATION STATE LEADERSHIP FUNDING PRIORITIES (See page 25).**
6. **PROJECT OBJECTIVES (Must be specific and measurable):**
7. **ACTIVITIES DESIGNED TO MEET OBJECTIVES.**  
Explain how the activities in this project reflect the priorities of Perkins III, the required and/or permissible use of Perkins state leadership funds, and the needs of career and technical education in South Dakota (pages 25 and 26).
8. **PROJECT OUTCOMES.**  
Explain the contribution or potential impact on career and technical education programs and students.
9. **EVALUATION PLAN.**  
How will the projected outcomes be evaluated?
10. **PRODUCT(S) TO BE DELIVERED** (If applicable, indicate type of product, quantity, recipients and date of delivery. e.g., curriculum; training materials; project plans; lesson plans; validated competencies, etc.):

## CONTRACTED SALARIES AND BENEFITS

INSTITUTION \_\_\_\_\_

Use this form to list services and activities. Complete this section for contract staff to be paid by Perkins III funds (leave blank if Perkins III funds will not be used for contract salaries).

NAME	JOB TITLE/ACTIVITY	% OF TIME	SALARY	BENEFITS	STATE OFFICE USE ONLY		
					% Benefits Represent of Total Salary	Disapproved	Approved
* TOTALS							

**Provide a job description for ALL identified above.**

**Describe how the funds requested for this budget item will help meet the activities and outcomes described in the project proposal.**

**\* Transfer this amount to the Salary and Benefits line on the Budget Summary Sheet.**

## TRAVEL ITEMIZATION (STAFF)

INSTITUTION \_\_\_\_\_

**For each PURPOSE OF TRAVEL entry, state the traveler's name, purpose, destination and expenses.**

PURPOSE OF TRAVEL	TRAVEL EXPENSES ITEMIZATION	STATE OFFICE USE ONLY	
		Disapproved	Approved
	Transportation      \$ _____ Meals                                _____ Lodging                                _____ Registration                                _____		
	Transportation      \$ _____ Meals                                _____ Lodging                                _____ Registration                                _____		
	Transportation      \$ _____ Meals                                _____ Lodging                                _____ Registration                                _____		
* TOTAL \$ _____			

**Describe how the funds requested for this budget item will help meet the activities and outcomes described in the project proposal.**

**\* Transfer this amount to the Travel line on the Budget Summary Sheet.**

## INSTRUCTIONAL MATERIAL ITEMIZATION

INSTITUTION \_\_\_\_\_

Use this form to list all instructional materials. List instructional material requests **in order of priority**.

QUANTITY	ITEM DESCRIPTION	UNIT COST	TOTAL COST	STATE USE ONLY	
				Disapproved	Approved
*TOTALS					

**Describe how the funds requested for this budget item will help meet the activities and outcomes described in the project proposal.**

**\* Transfer this amount to the Instructional Material line on the Budget Summary Sheet.**

## SUPPLEMENTAL/CONTRACTUAL SERVICES

INSTITUTION \_\_\_\_\_

Use this form to list services and activities.

NAME	JOB TITLE/ ACTIVITY	RATE OF PAYMENT	TOTAL COST OF SUPP/CONT SRVC	STATE OFFICE USE ONLY	
				Disapproved	Approved
*TOTAL					

Provide a job description of **ALL** identified above.

**Describe how the funds requested for this budget item will help meet the activities and outcomes described in the project proposal.**

**\* Transfer this amount to the Supplemental/Contractual Services line on the Budget Summary Sheet.**

## EQUIPMENT ITEMIZATION

**INSTITUTION** \_\_\_\_\_

List Equipment requests **in order of priority and provide written justification.** Requests for equipment must receive prior approval from OCTE.

QUANTITY	ITEM DESCRIPTION (include make & model)	UNIT COST	TOTAL COST	STATE USE ONLY	
				Disapproved	Approved
*TOTALS					

**Describe how the funds requested for this budget item will help meet the activities and outcomes described in the project proposal.**

**\* Transfer the total to the Equipment line on the Budget Summary Sheet.**



## BUDGET SUMMARY SHEET

INSTITUTION \_\_\_\_\_

BUDGET	(A) PERKINS III FEDERAL	(B) LOCAL CONTRIBUTION	(C) (A+B=C) TOTAL	STATE USE ONLY
				TOTAL PERKINS III FUNDS APPROVED
Instructor Salary & Benefits				
Staff Travel				
Instructional Materials				
Supplemental/Contractual Services				
Equipment				
Administrative Fees				
TOTAL	\$	\$	\$	\$

# **FINAL NARRATIVE**

**DUE IN STATE OFFICE NO LATER THAN JUNE 1, 2006.**

- 1. Describe activities delivered in the areas listed below. (If your project did not address an area, leave blank.) Add additional sheets if necessary.**
  - A. Technical teacher education for teachers holding less than full certificate, provide information such as number of teachers served, number of courses delivered, accomplishments, etc.**
  - B. Activities related to coordination of statewide Career and Technical Student Organizations (CTSOs).**
  - C. Activities related to professional development of technical and academic teachers working with technical education students. Provide information such as number of teachers served, number and types of workshops/seminars, etc.**
  - D. Activities/accomplishments related to development and dissemination of curriculum. Include copies of materials developed.**
- 2. Describe if business and industry were involved with any of the activities.**
- 3. Describe the criteria used to evaluate the activities.**

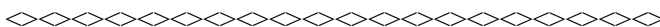
# **APPENDIX**

# LEADERSHIP APPLICATION EVALUATION GUIDE

READER: \_\_\_\_\_ APPLICATION: \_\_\_\_\_

APPLICATION TITLE: \_\_\_\_\_

AGENCY: \_\_\_\_\_



## INSTRUCTIONS

**Read the questions carefully and ascertain the total points the application merits by circling the number (1 through 5). Listed below is the rating scale used by the Office of Career and Technical Education.**

- 5 - The application answers the question clearly and precisely (**excellent**).
- 4 - The application addresses the question satisfactorily (**above average**).
- 3 - The application addresses the question, but not clearly (**average**).
- 2 - The application alludes to the question, but is vague and non-definitive (**below average**).
- 1 - The application does **not** address the question.

1. Does this application demonstrate knowledge of the needs of career and technical education in South Dakota as outlined in the funding priorities of Perkins III (page 25)?

5 4 3 2 1

**Points**\_\_ X 3=\_\_\_\_  
(maximum 15 points)

**Comments:**

2. To what extent does this application show the potential for successful completion based on past projects conducted with Perkins state leadership funds?

5 4 3 2 1

**Points**\_\_ X 3=\_\_\_\_  
(maximum 15 points)

**Comments:**

3. To what extent does this application identify the program components and method of delivery (Proposal Abstract)?

- a. Objectives are specific with measurable outcomes

5 4 3 2 1

- b. Activities are appropriate for objectives

5 4 3 2 1

- c. Activities reflect the priorities of Perkins III and address the required and permissible use of Perkins state leadership funds (page 25) and OCTE priorities (page 26)

5 4 3 2 1

**Points**\_\_\_\_ 2=\_\_\_\_  
(maximum 30 points)

**Comments:**

4. To what extent does this application measure how objectives will be accomplished (Proposal Abstract)?

Does the proposal outline a process for monitoring the activities of the project and state who is responsible for conducting the evaluation and reporting the results?

5    4    3    2    1

**Points** \_\_\_\_ **X 2=** \_\_\_\_  
(maximum 10 points)

**Comments:**

5. To what extent does this application justify the cost (Proposal Abstract and Budget Itemization (pages 13-18)?

5    4    3    2    1

**Points** \_\_\_\_ **3=** \_\_\_\_  
(maximum 15 points)

**Comments:**

6. Does this application address the needs of special populations?

5    4    3    2    1

**Points** \_\_\_\_ **X 2=** \_\_\_\_  
(maximum 10 points)

**Comments:**

**SCORE: (possible 100)**

## SECTION 124. STATE LEADERSHIP ACTIVITIES

- (a) **GENERAL AUTHORITY**—From amounts reserved under section 112(a)(2), each eligible agency shall conduct state leadership activities.
- (b) **REQUIRED USES OF FUNDS** — The state leadership activities described in subsection (a) shall include—
- (1) an assessment of the vocational and technical education programs carried out with funds under this title that includes an assessment of how the needs of special populations are being met and how such programs are designed to enable special population to meet state-adjusted levels of performance and prepare the special populations for further learning or for high skill, high wage careers;
  - (2) developing, improving or expanding the use of technology in vocational and technical education that may include—
    - (A) training of vocational and technical education personnel to use state-of-the-art technology, that may include distance learning;
    - (B) providing vocational and technical education students with the academic, and vocational and technical, skills that lead to entry into the high technology and telecommunications field; or
    - (C) encouraging school to work with high technology industries to offer voluntary internships and mentoring programs;
  - (3) professional development programs, including providing comprehensive professional development (including initial teacher preparation) for vocational and technical, academic, guidance and administrative personnel, that—
    - (A) will provide in-service and pre-service training in state-of-the-art vocational and technical education programs and techniques, effective teaching skills based on research, and effective practices to improve parental and community involvement; and
    - (B) will help teachers and personnel to assist students in meeting the state-adjusted levels of performance established under section 113;
    - (C) will support education programs for teachers of vocational and technical education in public schools and other public school personnel who are involved in the direct delivery of educational services to vocational and technical education students to ensure that such teachers stay current with the needs, expectation and methods of industry; and
    - (D) is integrated with the professional development activities that the state carries out under Title II of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6001 et seq.) and Title II of the Higher Education Act of 1965;
  - (4) support for vocational and technical education programs that improve the academic, and vocational and technical, skills of students participating in vocational and technical education programs by strengthening the academic, and vocational and technical, components of such vocational and technical education programs through the integration of academics with vocational and technical education to ensure learning in the core academic, and vocational and technical, subjects;
  - (5) providing preparation for non-traditional training and employment;
  - (6) supporting partnerships among local educational agencies, institutions of higher education, adult education providers, and, as appropriate, other entities, such as employers, labor organizations, parents and local partnerships, to enable students to achieve state academic standards, and vocational and technical skills;
  - (7) serving individuals in state institutions, such as state correctional institutions and institutions that serve individuals with disabilities; and
  - (8) support for programs for special populations that led to high-skill, high-wage careers.
- (c) **PERMISSIBLE USES OF FUNDS** — The leadership activities described in subsection (a) may include---
- (1) technical assistance for eligible recipients;
  - (2) improvement of career guidance and academic counseling programs that assist students in making informed academic, and vocational and technical education, decisions;
  - (3) establishment of agreements between secondary and postsecondary vocational and technical education programs in order to provide postsecondary education and training opportunities for students participating in such vocational and technical education programs, such as tech prep programs;
  - (4) support for cooperative education;
  - (5) support for vocational and technical student organizations, especially with respect to efforts to increase the participation of students who are members of special populations;
  - (6) support for public charter schools operating secondary vocational and technical education programs;
  - (7) support for vocational and technical education programs that offer experience in, and understanding of, all aspects of an industry for which students are preparing to enter;
  - (8) support for family and consumer sciences programs;
  - (9) support for education and business partnerships;
  - (10) support to improve or develop new vocational and technical education courses;
  - (11) providing vocational and technical education programs for adults and school dropouts to complete their secondary school education; and
  - (12) providing assistance to students, who have participated in services and activities under this title, in finding an appropriate job and continuing their education.

## **Office of Career and Technical Education Leadership Fund Priorities**

- 1. Provide career and technical education courses for students/teachers who do not have a Bachelor's degree or an endorsement in their CTE program area**
- 2. Mentor and assist Career and Technical Student Organization activities**
- 3. Provide professional development for career and technical education teachers to keep current with state-of-the-art technology**
- 4. Provide professional development for career and technical educators to meet Perkins Core Indicators of Performance**
- 5. Provide career and technical education programs for individuals in state institutions, such as state correctional institutions**
- 6. Provide preparation for nontraditional training and employment**
- 7. Provide training for teachers for achieving state core academic standards, technical skills, and No Child Left Behind requirements**
- 8. Provide support for career and technical education programs in offering experiences for students in all aspects of an industry for which they are preparing**
- 9. Provide support for education and business partnerships**
- 10. Provide support to develop or improve new career and technical education courses**